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MEMORANDUM FOR: DD/P Training and Qualifications Officer

SUBJECT: Assignment Procedures for DD/P Officers

REFERENCES:

- A. Memorandum to DD/P from C/CA, dated ___ May 1961, subject: "Implementation of DD/P Training Officer Recommendations."**
- B. Memorandum for Chairmen, Career Service Panels from DD/P, dated ___ May 1961, subject: "Assignment of DD/P Personnel."**
- C. Memorandum for Chiefs, Operating Divisions from DD/P, dated ___ May 1961, subject: "CA Training Standards in the DD/P."**

1. I have concurred in the recommendations contained in paragraph 8., reference A. References B and C are notifications to the Chairmen of the Career Service Panels and the Chiefs of all Operating Divisions that henceforth all assignments of operational personnel, either at Headquarters or in the field, will be submitted for approval to the Career Service Panels at least six months in advance of the proposed transfers. This will enable the Panels, in coordination with your office and the Special Staffs, to ascertain the qualifications of each individual based upon his training and experience and make appropriate recommendations for training in subjects in which the candidate is deficient.

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2. I have directed (reference B) that henceforth the Chairmen of the Career Service Panels will coordinate with your office on each proposed functional and supervisory assignment. You will consult in turn with the Special Staffs on the qualifications and training which a candidate should possess to successfully perform proposed duties and solicit appropriate recommendations for consideration by the Panels.

3. Recommendations to the Career Service Panels should be made in sufficient time to enable the Panels to inform the Operating Divisions of additional training needs for enough in advance so that the candidates can schedule course work prior to the planned dates of transfer.

Richard M. Bissell, Jr.
Deputy Director
(Plans)